

DIRECTOR, GENERAL SERVICES
(Executive Management)

DEFINITION:

Under administrative direction to provide quality general services for County Government including facility maintenance services, capital and construction project development and management, major maintenance, fleet operations, real estate services, and other support services.

DISTINGUISHING CHARACTERISTICS:

This is an executive management class reporting directly to the Deputy Chief Administrative Officer or Assistant Chief Administrative Officer. The Director, General Services is part of a team that assists the Deputy Chief Administrative Officer in providing overall administrative leadership and supervision of County business. The incumbent is responsible for managing all County support services functions/initiatives in accordance with the Chief Administrative Officer's strategic plan and County goals.

EXAMPLES OF DUTIES:

Plans, directs, organizes, coordinates, and evaluates the overall activities of the Department of General Services providing facility services, capital and condition project development and management, major maintenance, fleet operations, real property, and other support services; directs the development and implementation of County-wide policy and real estate services as part of a team concerned with high quality departmental services; directs the development and implementation of departmental plans and programs; directs the establishment of criteria and guidelines to control the review and processing of service requirements from departments using factors such as costs, modern technology, time projections, and project specifications; directs the establishment and implementation of new systems and services by applying new technology and methods; negotiates and administers contracts for real estate, facilities, equipment, labor, and other services; develops the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections based on the internal service fund business model; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Methods of real estate, facility property management, capital projects planning, and construction management.
- Policy/procedure development and implementation related to the Department of General Services.
- Principles and practices of supervision and training.
- Principles involved in strategic business planning.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Principles and practice of managing diversity in the workplace.
- Principles, practices and methods used to manage Internal Service Funds (ISF's).
- General Management System in principle and in practice.

Skills and Ability to:

- Plan, organize, direct, and evaluate the overall activities of staff involved in capital and construction project management, facility services, fleet operations, real property, and other support services.
- Evaluate capital project proposals for cost, equipment, and staff projections, time frames, and specifications.
- Coordinate departmental services with County departments and public/private agencies to meet the changing values and demands of customers and employees.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare business plans, annual budget, and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff, and manage multi cultural issues.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Implement continuous quality improvements.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates the possession of the knowledge and skills stated above. An example of such education/experience is: a bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND, five years of directly related management experience. Experience must have included responsibility as a manager of a large company or public agency, or a large division within a company or public agency; overseeing facility maintenance services, capital and construction project development and management, major maintenance, fleet operations, real property, and other support services.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at the time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.